

**FY 17**  
**Johnson-O'Malley**  
**Application for Contract**  
**Part I**

**Summary of Contents**

**Contract Summary**

Instructions: The purpose of Johnson-O'Malley funds are to provide programs to meet the special education needs of eligible JOM children and to make available, program funding for allowable administrative and Indian Education Committee costs.

The application consist of four parts as summarized below:

**PART I CONTRACT SUMMARY**

**Page(s)**

The Summary of Contents provides a preview of the application and the forms to be completed.	1
This page covers contractor identification, basic information, and signatures of the contractor's authorized representative, the Indian Education Committee (IEC) chairperson and MCN JOM Manager.	2
Privacy Act & Paper Reduction Act Statement and Service/School Locations, & Enrollment information	3
The Budget Summary / Justification page showing the consolidation of all projected program costs. The Contract Administration, IEC and Program budgets provided the detailed breakdowns and justifications. The total amounts are entered in the appropriate category of the Budget Summary.	4

**PART II CONTRACT ADMINISTRATION**

"Assurances" outlines the contractor's responsibilities in the administration of the contract.	5
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**PART III PROGRAMS**

Needs Assessment Priority List: This describes how the special educational needs of Indian students were assessed, <b>priority needs identified and how these needs will be met.</b>	6
Education Plan: This describes the program(s), based on the needs assessment, designed to meet the special educational needs of JOM Indian students. Should describe in detail each program component, e.g. home-school counselor, pre-school programs, and cultural enrichment. Use additional sheets as needed.	7

**PART IV INDIAN EDUCATION COMMITTEES (IEC)**

The contractor must have an IEC that fully participates in program development and implementation. The duties are outlined in 25 CFR 273.16 and allowable reasonable costs are contained in 273.18. Should be used to explain the IEC's activities and projected budget needs in carrying out its responsibilities.	8
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**PART V APPLICATION CHECK LIST**

This section is a check list for all documents that should be attached to the Application	9
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**FY 17**  
**MUSCOGEE CREEK NATION JOM PROGRAM**  
 Education Contracts under Johnson-O'Malley Act  
 Application and Regulatory Reporting Requirement 25 CFR 273

1. Name of Public School District \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

city state zip

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

1. Eligible Student Count \_\_\_\_\_

Date submitted to: \_\_\_\_\_  
Muscogee (Creek) Nation JOM Office

2. Proposed Budget \$ \_\_\_\_\_

Proposed Contract Period: \_\_\_\_\_  
(Months)**Sub-Contractor Certification:**

The data in this application is true and correct,  
 the document has been duly authorized by the  
 appropriate officials of the applicant and the  
 applicant will comply with attached assurances.

Name &amp; Title of Authorized Representative \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Indian Education Committees:**

The Indian Education Committee has  
 participated fully in the planning and  
 development of this contract application.

Certification of Indian Education Committee Chairperson

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR INTERNAL USE ONLY**

To be completed by Muscogee Creek Nation  
 JOM Manager:

**Certification:**

I certify the application has been reviewed  
 in accordance with standards set forth in  
 CFR, Johnson-O'Malley regulations, and  
 is hereby recommended for approval.

Date Received: \_\_\_\_\_

Date Forwarded: \_\_\_\_\_

Amount Approved: \_\_\_\_\_

Title: **JOM Manager**

Signature: \_\_\_\_\_

**Johnson-O'Malley  
Application for Contract  
PART I**

34

**SERVICE LOCATION , PRIVACY ACT AND PAPER REDUCTION ACT STATEMENT**

- a. The authority to request this information is in **Public Law 93-638**, The Indian Self-Determination and Education Assistance Act of 1975.
- b. This information is required in order to obtain supplemental educational assistance programs for eligible Indian children.
- c. The information is collected and used to determine the amount of funding to be allotted to contractors serving eligible JOM Indian students; to approve funding for supplemental programs to meet the special needs of Indian students that are in compliance with appropriate statutes and regulations.
- d. The routine use of this information is to ensure proper administration in the implementation of programs, for documentation, and accountability purposes. The effect of not providing the information would mean that Indian children would not receive supplemental education programs to meet their special needs.

**II. Student Enrollment-Total Combined School Enrollment Indian and non-Indian (273.18(k))**

Name of School	Ages 3 yrs.	4 yrs.	Elementary School	Jr. High School	High School	Totals
<b>Totals</b>						

**II. Eligible Indian Enrollment**

Community/ School	Ages 3 yrs.	4 yrs.	Elementary School	Jr. High School	High School	Totals
<b>Totals</b>						



Johnson O'Malley  
Application for Contract  
Part I  
**Contract Budget Summary**

**Instructions:** In the spaces provided below summarize the total contract budget by category. The justification should reflect the items/ services that will be purchased in that category

<b>OCAS Code</b>	<b>Category</b>	<b>JUSTIFICATION FOR BUDGET AMOUNTS</b>	<b>Proposed Budget</b>
100	<b>Personnel/Salaries</b> (payroll staff)		
200	<b>Fringe Benefits</b>		
300	<b>Consultants/Contractual Services</b> (non-payroll staff, cultural instructors, presenters, tutors)		
400	<b>Purchased Property</b> (repair and maintenance Services)		
500	<b>Other Purchased Services</b> (student transportation, staff travel, contracted food services, postage, telephone, printing, advertising, mileage)		
600	<b>Supplies &amp; Materials</b> (office, paper products, copier supplies, student supplies, food & Milk, books, periodicals, magazines, workbooks)		
700	<b>Property</b> - (Equipment, audio visual, computers, furniture)		
800	<b>Other Program cost-</b> (dues, fees, conference Registration fees)		
800	<b>IEC Cost</b> (Stipend, training/ conference fees, awards Banquet, food cost, incentives, IEC travel etc..)		
		<b>TOTAL</b>	

JOM Committee Chairperson      Date

School Administrator      Date

**Johnson-O'Malley  
Application for Contract  
Part II**

**Required Assurances****Contract Administration**

The contractor assures that they will comply with the statutes, regulations, and policies of the program under the Johnson-O'Malley Act and contract provisions. **(Regulations: 25 CFR 271, 273, and 276).**

- (1) All reasonable steps were taken to obtain maximum Indian participation in the development, approval, and implementation of all contracted programs herein proposed **(273.4)**.
- (2) All students counted for services are eligible. A current list of eligible JOM Indian students showing degree of Indian Blood, Grade, and Tribal affiliation will be sent to the appropriate JOM staff during student count week.
- (3) The IEC' (s) for this application have participated fully in the planning and development of this application and are vested with all powers and duties as outlined by regulation **(273.16)**.
- (4) The application as approved by the IEC will not be changed or revised without the written approval of the IEC **(273.17)**.
- (5) The education facilities where the programs are to be conducted shall be open to visits and consultations **(273.18 (g))**.
- (6) That the contract funds shall supplement, and not supplant, other funds and that use of these funds will not result in a decrease of other funds. **(273.34)**.
- (7) That other funds shall be used provide comparable services to non-Indian and Indian students, prior to the use of Johnson-O'Malley funds for the provision of supplementary program services to Indian children **(273.34, 273.41)**.
- (8) That Indian preference will be exercised in all hiring, training, and subcontracting in programs under this application **(273.45)**.
- (9) That the required public liability insurance coverage will be in effect covering programs contracted and said insurance will be applied for with this application **(273.46)**.
- (10) The required record keeping system covering all required topics will be maintained for programs applied for with this application **(273.47)**.
- (11) Access to contract records and documents will be allowed to authorized representatives of the Comptroller General and the Secretary of the Interior **(273.48)**.
- (12) Access to all-confidential records will be allowed to the Indian people which the contract affects and other interested parties **(273.49)**.
- (13) A detailed annual report will be submitted to the MCN JOM office within 90 days following the ending date of each contract year **(273.50)**.
- (14) All student records and confidential records/report will be maintained following the ending date of each contract year **(273.54)**.
- (15) A current set of Indian Education Committee by-laws which meet the criteria set forth in **(273.15 (c))** has been given and reviewed with IEC members.
- (16) Records of property purchased with contract funds will be maintained.  
Records of this MCN property will include description, manufacturer's serial number acquisition date and cost **(276.11 (e))**.
- (17) An annually conducted inventory of government property assigned to the contract is on file for review.
- (18) Procedures established for hearing and responding to grievances from Indian students, parents, community members and tribal representatives are attached **(273.18(c))**.
- (19) Contract funds will not be used for capital outlay or debt retirement **(273.35)**.
- (20) Attach copies of any subcontracts to be used in carrying out this contract.
- (21) Each IEC member will receive a copy of the completed application **(273.16)**.
- (22) Local school districts will be responsible to insure against lost or damaged JOM property. The school shall maintain the property in a reasonable state of repair consistent with the intended use and educational purposes **(273.44)**.
- (23) Educational needs will be assessed and prioritized by the Indian Education Committee **(273.16(b) (2))**.
- (24) School will make available standardized test scores for needs assessments.
- (25) JOM staff employed with the school district will attend all training services sponsored by the Muscogee Creek Nation.
- (26) The school district and the Indian Education Committee will participate in monitoring processes.
- (27) In compliance as a minimum requirement of the Oklahoma Open Meeting Act, all scheduled meetings for the school year shall be filed with the County Clerk. All regular and special-called JOM meeting shall be conducted on school or tribally owned property. Basic parliamentary procedures utilizing Parliamentary Procedures will be observed.
- (28) All parents of eligible Indian students may serve and participate in all IEC activities and functions of the respective school district in which their children are enrolled, regardless of residence.
- (29) In no instance shall there be discrimination against Indians or schools enrolling such Indians **(273.38) (273.42)**.
- (30) IEC annual elections will comply with standardized voting policies and procedures as prescribed in the Muscogee Creek Nation JOM Handbook and IEC approved governing By-Laws and is to be used by all Muscogee Creek Nation JOM contractors.
- (31) A JOM Handbook will be distributed to all JOM Schools and Indian Education Committees annually in advance of each School Program Year. The Creek Nation JOM Handbook will implement and set forth specific requirements for the administration of the Johnson-O'Malley Program. Please refer to the handbook for specific information and blank program forms.

IEC Member initial: \_\_\_\_\_

School Administration initial \_\_\_\_\_



Johnson O'Malley  
Application for Contract  
PART III  
**Needs Assessment Priority List**

I. Describe the method by which the needs assessment and ranking process was carried out. Include the method of assessment of other education program services available and the involvement of the Indian Education Committee, parents, students and the Indian/Native community.

II. List the education needs of Indian students in priority order as determined by the required needs assessment.

<b>A.</b> Priority needs of Indian students demonstrating those needs	<b>B.</b> Total # of students demonstrating need:	<b>C.</b> Are Services other than JOM provided to address these needs?		<b>D.</b> Supplementary Funding source and amount	<b>E.</b> # of students served by Column D	<b>F.</b> Are these services sufficient?		<b>G.</b> Will JOM be used to address these needs?		<b>H.</b> # of JOM students served?
		yes	no			yes	no	yes	no	
1.		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Johnson O'Malley  
Application for Contract  
PART III

38

**Education Plan**

Instructions: Describe each program components, e.g. home school counselor, pre-school program, cultural enrichment below and on a separate sheet if needed. Enter cumulative totals on appropriate line in the Contract Budget Summary on page 5.

Name of school / pre-school/ project site: \_\_\_\_\_  
 No.(#) of JOM eligible students counted: Pre-K \_\_\_\_\_ K-6 \_\_\_\_\_ 7-12 \_\_\_\_\_  
 No (#) of JOM eligible students to be served: Pre-K \_\_\_\_\_ K-6 \_\_\_\_\_ 7-12 \_\_\_\_\_  
 Length of Program: \_\_\_\_\_ to \_\_\_\_\_ (date)

**1 Program and Staffing Needs**

**2. Educational Goals**


**3 Measurable Objectives**

**4. Activities**


# Application for Contract PART IV

## IEC Activities and Budget

*Indian Education Committee Listing*

NAME / OFFICE	ADDRESS	TELEPHONE

Instructions: The contractor **must** have an IEC that fully participates in program development and implementation. The duties are as outlined in 273.17 (c). In carrying out its responsibilities, the IEC may have activities such as regular meetings, workshops, travel cost, etc. Items numbered 5-7 will describe the activities and cost. The cost will also be entered in the Contract Budget Summary, page 4 under the OCAS 800 code

1. Describe the IEC's activities regarding the planning and development of this application.
  
2. Describe the IEC's activities regarding implementation and operation of the programs proposed in this application.
  
3. Describe the IEC's activities regarding monitoring, evaluation, and staff effectiveness for the program components in this application.
  
4. Does the contractor and IEC need training to increase the IEC effectiveness in carrying out their program responsibilities? If so, describe the type of training needed and cost that may be incurred.
  
5. List travel, meetings, and other expenses with itemized cost. (Stipend, travel, conference fees etc..)



**Application for Contract  
PART V**

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Application Check List

Please note that the following documents are attached to the Application or it will be considered incomplete and will not be processed.

Items Required	Complete	Not complete
1. FY ___ Needs Assessment	<input type="checkbox"/>	<input type="checkbox"/>
a. Approving Minutes of Discussion and Prioritizing	<input type="checkbox"/>	<input type="checkbox"/>
b. Needs Assessment Survey Form and Results	<input type="checkbox"/>	<input type="checkbox"/>
2. Minutes Approving FY ___ Application	<input type="checkbox"/>	<input type="checkbox"/>
3. Check Signatures on all Documents	<input type="checkbox"/>	<input type="checkbox"/>

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JOM Chairperson

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JOM Coordinator